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Duplicate Titles

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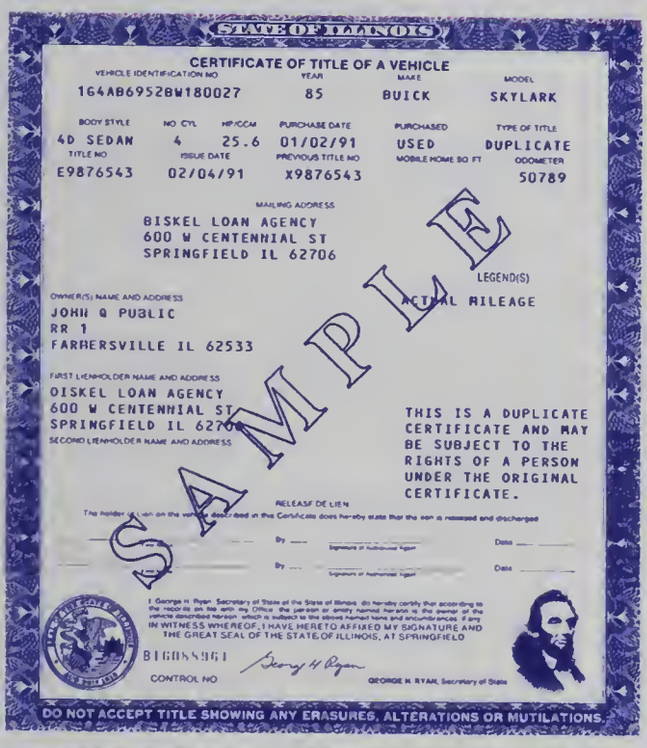


STATE OF ILLINOIS

CERTIFICATE OF TITLE OF A VEHICLE

VEHICLE IDENTIFICATION NO	YEAR	MAKE	MODEL
1G4AB69528W180027	85	BUICK	SKYLARK

BODY STYLE	NO CYL	HP/CCM	PURCHASE DATE	PURCHASED	TYPE OF TITLE
4D SEDAN	4	25.6	01/02/91	USED	DUPLICATE

TITLE NO	ISSUE DATE	PREVIOUS TITLE NO	MOBILE HOME SQ FT	ODOMETER
E9876543	02/04/91	X9876543		50789

MAILING ADDRESS
BISKEL LOAN AGENCY
600 W CENTENNIAL ST
SPRINGFIELD IL 62706

LEGEND(S)
ACTUAL MILEAGE

OWNER(S) NAME AND ADDRESS
JOHN Q PUBLIC
RR 1
FARMERSVILLE IL 62533

FIRST LIENHOLDER NAME AND ADDRESS
BISKEL LOAN AGENCY
600 W CENTENNIAL ST
SPRINGFIELD IL 62706

SECOND LIENHOLDER NAME AND ADDRESS

THIS IS A DUPLICATE CERTIFICATE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE.

RELEASE DE LIEN

IN WITNESS WHEREOF, I HAVE HERETO AFFIXED MY SIGNATURE AND THE GREAT SEAL OF THE STATE OF ILLINOIS, AT SPRINGFIELD

B1G0S5961
CONTROL NO

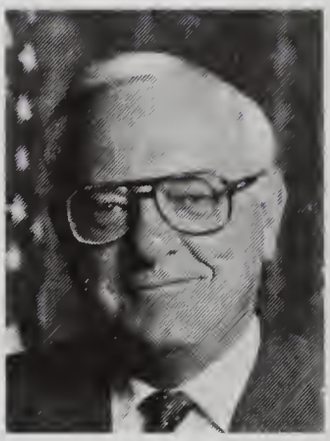
GEORGE H. RYAN, Secretary of State

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS

SAMPLE

George H. Ryan
Secretary of State

Working To Serve You Better



When a vehicle title is lost or destroyed, it is difficult to remember the information required to obtain a duplicate. This pamphlet serves as a guide for you to follow when applying for that duplicate title.

If all known information is completed as accurately as possible, including the vehicle identification number copied from the vehicle and the current license plate number, my office will be able to process your application faster.

Information is also provided in this pamphlet about liens and application procedures for out-of-state residents.

We hope you will find it helpful.

George H Ryan

George H. Ryan
Secretary of State

What are Duplicate Titles?

A duplicate title replaces a previously issued title and will only be issued when the Secretary of State's office is satisfied that the original title is **lost, stolen** or **mutilated**.

Under no circumstances will an Illinois duplicate title be issued unless 15 days have elapsed from the date of issuance of an original title, or 30 days have elapsed from the date of issuance of a duplicate title. This provision protects the public and financial institutions against fraud.

Making Corrections

Any changes or corrections should be made on a title application (VSD-330) marked **CORRECTED TITLE**. A **duplicate** title replaces a previous title and should not be requested for correcting information.

However, if you are applying to replace a lost title and certain changes are necessary, they may be made with the duplicate title application. **It is not necessary to obtain both a corrected and a duplicate title in the following instances:**

- **Removing an owner's name** due to divorce, etc. An affirmation from the individual releasing interest in the vehicle, or a complete copy of the divorce decree awarding the vehicle, must be submitted.

  In the case of a deceased owner, a certified copy of the death certificate must be submitted. If the estate is being probated, a certified copy of letters of administration or court order must also be submitted.

- **Adding an owner's name** or **changing a name** due to marriage, etc. Changes should be indicated in the proper area, and an explanation submitted.

NOTE: Any change of name, or addition of a name requires that an Application for Vehicle Title and Registration (VSD-190) also be completed and submitted with an additional fee of $2 to correct the registration identification card. If the registration sticker is expiring, the information may be indicated on the renewal application in lieu of an additional application; however, the title and the registration must be corrected at the same time.

- **Changing the owner's address**.
- **Adding a lien.** Indicate the full name and address of the lienholder.

How To Apply

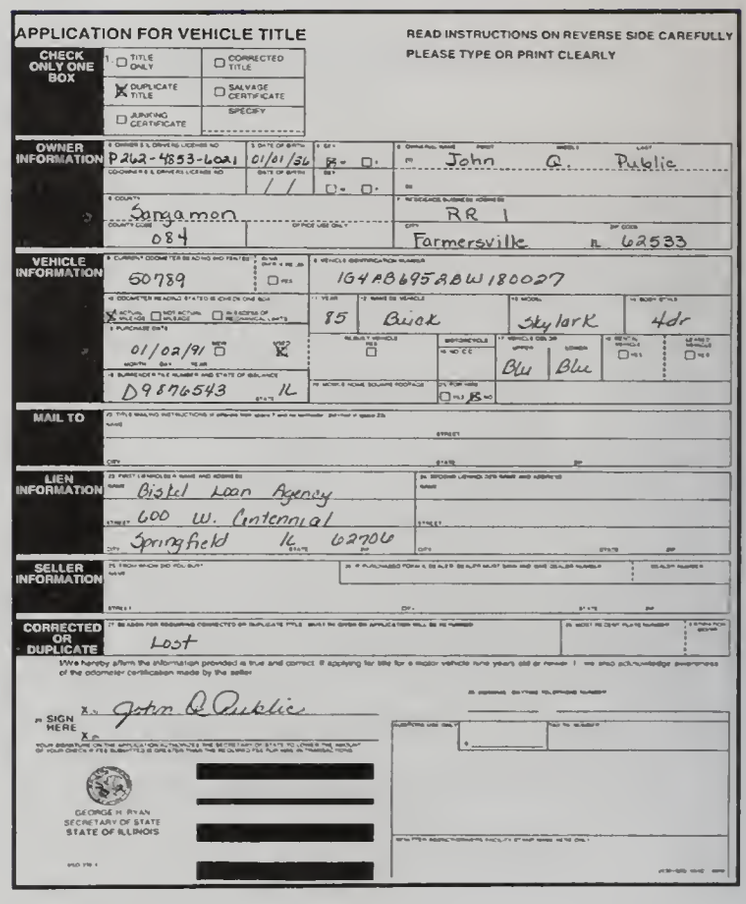
A title application (**VSD-330**) marked **DUPLICATE TITLE** must be properly **completed**, showing signature(s) and the reason for needing the duplicate title, and submitted with the **fee of $13** payable to the Secretary of State. **(DO NOT SEND CASH.)**

All boxes and questions on the application must be completed in full except the number of cc, which only applies to motorcycles and mopeds, and mobile home square footage, which must be completed for all mobile homes.

Copy the exact **vehicle identification number** from the vehicle and complete the application carefully and legibly. Vehicle records will be researched for additional information if necessary. (See also **MAKING CORRECTIONS**.)

An application for a duplicate certificate of title must state the current vehicle odometer reading at the time of application.

Properly Completed Application For Duplicate Title


APPLICATION FOR VEHICLE TITLE

READ INSTRUCTIONS ON REVERSE SIDE CAREFULLY
PLEASE TYPE OR PRINT CLEARLY

CHECK ONLY ONE BOX: 1. ☐ TITLE ONLY ☐ CORRECTED TITLE ☒ DUPLICATE TITLE ☐ SALVAGE CERTIFICATE ☐ JUNKING CERTIFICATE SPECIFY

OWNER INFORMATION: P262-4853-6021 01/01/56 John Q. Public Sangamon 084 RR 1 Farmersville IL 62533

VEHICLE INFORMATION: 50789 1G4AB695ABW180027 85 Buick Skylark 4dr 01/02/91 D9876543 IL Blu Blue

MAIL TO

LIEN INFORMATION: Bistel Loan Agency 600 W. Centennial Springfield IL 62706

SELLER INFORMATION

CORRECTED OR DUPLICATE: Lost

SIGN HERE X John Q Public

GEORGE H. RYAN
SECRETARY OF STATE
STATE OF ILLINOIS

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Liens and Special Mailing

Illinois titles are mailed to the lienholder if a lien applies. The complete name and address of the lienholder must be given in the proper area.

If there is no lien, the title will be mailed to the principal owner (listed first), whose address is to be shown in the owner's area on the application.

If there is no lien and the owner desires the duplicate title mailed to an address different from that shown in the owner's area, special mailing instructions should be shown in the "MAIL TO" area. (See also **OUT-OF-STATE RESIDENTS**.)

If a lien shown on the previous title has been satisfied, do not show that lienholder on the duplicate application. Submit one of the following items to remove that lienholder from our records:

- **A lien clearance letter** from the lienholder indicating that the lien has been paid in full.
- **A lien contract** showing that a lien, as stated and signed in the contract, has been paid in full.
- **Copies of receipts** or cancelled checks to the lienholder that total the amount of the original lien and evidence to indicate the original lien amount.
- **A court order** directing the Secretary of State's office to issue the duplicate title without the lien or lienholder's name.

Out-of-State Residents

Out-of-state residents may not apply for an Illinois title unless they have had a previous Illinois address. An out-of-state resident who has purchased a vehicle without a title from an Illinois resident must contact and ask the previous owner to make application for the duplicate title.

Former Illinois residents, when applying for a duplicate title, must:

- Indicate former Illinois address in the owner's address information area on the application, and
- Include out-of-state mailing instructions in the "MAIL TO" information area.

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Where to Apply

Title applications may be obtained from most Secretary of State vehicle or driver services facilities in Illinois, or by writing to:

VSD Forms Distribution
3701 Winchester Road
Springfield, IL 62707

or you may call the toll-free number, (800) 252-8980. Cook County residents may call (312) 793-1020.

Application may be made in person at any of the following:

- Most Secretary of State driver services facilities
- Secretary of State vehicle services facilities in Springfield:
  - Howlett Building at Second and Edwards Streets or
  - 2701 S. Dirksen Parkway
- Any of the four Secretary of State branch offices in Chicago:
  - 100 W. Randolph
  - 5401 N. Elston
  - 9901 S. King Drive
  - 5301 W. Lexington

Properly completed applications may be mailed, with any required documents and check, draft or money order, to:

Office of the Secretary of State
Mail-In Title Audit
Second and Edwards Streets
Springfield, IL 62756

Applications will be returned if information or fee is insufficient to process.

Mandatory Vehicle Insurance

All motor vehicles registered and operated in Illinois must be covered by liability insurance—insurance that covers the property damage and/or injuries you may cause others in an accident.

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